

## **BUDGET AND ACCOUNTING ADMINISTRATOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the fire department. The employee of this class assists in preparing the fire department's budget, monitors revenues and expenditures, maintains payroll records and prepares, and submits projection reports. Incumbent performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the accounting for the money and assets of the fire department. Assists in developing policies and procedures regarding department finances and submits recommendations to the Fire Chief. Makes funding recommendations for the department. Prepares expenditure and revenue estimates. Assists in the preparation of financial and statistical reports. Completes financial and statistical reports including the use of specialized formatting, tables and charts. Prepares federal and state tax reports for the fire department.

Assists in the preparation of the departmental operating budget by gathering information, and compiling and organizing data to be used in preparing the department budget. Assists in the development and management of budget monitoring systems. Reviews budget justification to ensure it relates to budgeted dollars. Provides financial and business information to auditors as required. Assists in preparing correspondence relating to budgetary needs and submits with the operating budget.

Assists department personnel in the maintenance of budget and accounting records; compiling of fiscal data; identifying budget issues and resolving problems; and verifying that various department records are accurate, when required.

Issues receipts for money received. Processes checks for disbursement. Prepares expense and travel vouchers for employees. Maintains ledgers and ensures that such are reconciled. Completes data entry into financial management software. Tracks expenditures

from the grant fund and other special funds. Reports all available funds to the Fire Chief.

Maintains records of and processes payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Assists department personnel in the preparation of employees' time records and payroll checks and take complaints from employees about pay or other matters related to payroll, when required.

Communicates with vendors in order to establish accounts, reconcile differences in accounts, and ensure accurate payment is received. Maintains a file of vendors and prices. Contacts vendors by phone, letter, or electronic mail. Checks and approves payment vouchers.

Prepares routine correspondence in accordance with departmental policy and procedure. Monitors the department's electronic data processing activities related to accounting and financial record keeping. Processes accounting and control records. Prepares documents and bills for mailing. Personally completes any forms and records assigned.

Assists in preparing bidding documents and overseeing the bidding process for new department equipment. Prepares requisitions for equipment and supplies. Assists in maintaining employee uniform allotment and funds for new recruit training and clothing. Checks invoices and receipts against purchase orders.

Writes letters in answer to written and oral requests addressed to the department or needed to handle problems or to address other needs of the department. Attends meetings as directed by the Fire Chief.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma,

general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

**MUST MEET ONE OF THE FOLLOWING:**

Must have at least two (2) years work experience in positions involving accounting, budgeting, or payroll duties.

**OR**

Must have an Associate's Degree in accounting and at least one (1) year work experience in positions involving accounting, budgeting, or payroll duties.